



APPLICATION FOR EVENT

City of Janesville/Recreation Division
 18. N Jackson St. /PO Box 5005
 Janesville, WI 53547-5005
 Phone#: (608)755-3030
www.janesvillewi.gov/specialevents
specialevents@ci.janesville.wi.us

Event Organizer Information

Organization/Group Name: _____
 Are you a 501(c) 3 non-profit organization? ☐ No ☐ Yes Tax Exempt No. _____
 Address: _____ City: _____ Zip: _____
 Applicant's Name: _____ Day #: _____ Evening #: _____
 Address: _____ City: _____ Zip: _____
 Email Address: _____
 Point of contact at Event (if different from applicant): _____ phone # _____
 Event Website: _____
 Please check for approval notification letter: ☐ electronically sent or ☐ hard copy mailed (*address)

Please contact the Janesville Area Convention & Visitors Bureau at 608-757-3171 to place your event information on the JACVB event calendar. Ensure approval first if new event.

Event Information ☐ New Event ☐ Returning Event (Estimated Attendance Last Year _____)

Event Type: (Check one) ☐ Runs/Walks/Non-Motorized Bike Rides
☐ Community/Park/Athletic Event/Parade/Motorized Bike Ride
 Event/Activity Name: _____ Purpose: _____
 Event Date(s): _____ Start/End time: _____
 Set-up Date/Time: _____
 Event Location: _____
 Estimated attendance: _____ Or number of parade units: _____
 Description of Event & Activities: _____

Check yes or no for each item: (items requiring a special permit require a separate application & fee)

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Financial gain activity (includes donations)	<input type="checkbox"/>	<input type="checkbox"/>	Tents over 10'x20' (requires special permit/fee)
<input type="checkbox"/>	<input type="checkbox"/>	Admission/Entry Fee Charged/Donations/Concession Sales/Vendor Sales/Sales	<input type="checkbox"/>	<input type="checkbox"/>	Fireworks (requires special permit & fee)
<input type="checkbox"/>	<input type="checkbox"/>	Will you have event security? If yes, explain (use addl. sheet if needed & attach):	<input type="checkbox"/>	<input type="checkbox"/>	Beer/wine sales/consumption (requires special permit and fee)
<input type="checkbox"/>	<input type="checkbox"/>	Electricity needed	<input type="checkbox"/>	<input type="checkbox"/>	Prepared Food (contact Health Dept. for any required permits)
<input type="checkbox"/>	<input type="checkbox"/>	Pavilion needed? (complete and submit pavilion reservation form & reservation fee)	<input type="checkbox"/>	<input type="checkbox"/>	Amplification equipment
<input type="checkbox"/>	<input type="checkbox"/>	Street closure request (Downtown events will utilize Festival Street for road closures)	<input type="checkbox"/>	<input type="checkbox"/>	Musical bands
<input type="checkbox"/>	<input type="checkbox"/>	Add'l. Dumpsters (provided by event organizer)	<input type="checkbox"/>	<input type="checkbox"/>	Horses/animals
<input type="checkbox"/>	<input type="checkbox"/>	Portable Toilets (provided by event organizer)	<input type="checkbox"/>	<input type="checkbox"/>	Boats/snowmobiles/ATVs
<input type="checkbox"/>	<input type="checkbox"/>	Signs/Banners	<input type="checkbox"/>	<input type="checkbox"/>	Amusement rides
<input type="checkbox"/>	<input type="checkbox"/>	Waste/recyclables generated			

Waste Management Plan & Recycling Plan (Required if generating any recyclable waste):

What items of recyclable waste will be generated? _____
 How many trash/recycling stations will you have? ____ How many volunteers assigned to recycling? ____
 What are the locations of your stations? _____
 How will recycling be provided at your event? (Check one): ____ Self-Collection with own containers
 ____ Self-collection with city rented containers* ____ Private Hauler/Contractor (ensure they separate recyclables)
 *indicate # of bins/bags needed on reverse side. **Include stations on map.** Add'l info. may be requested for larger events.
 How will waste management be provided at your event? _____

Application Continued on Back. Back page must be filled out and signed for application to be complete.

Special Event Application Fees:

Event sponsors are required to pay the following fee for the use of City facilities (Check event type):

Runs/walks/Bike rides (non-motorized) (route map required) **\$90** ☐

Park/Community/Athletic Events/Motorized Bike Rides: (Park set up/route map required)

(By attendance over duration of the event)

1 day event <100 attendees (no financial gain or donations accepted) **\$25** ☐ 1 day event < 100 Attendees **\$90** ☐

1 or 2 day event, 100-500 Attendees **\$125** ☐

1 or 2 day event, >500 Attendees **\$200** ☐

3 or 4 day event, <1,000 Attendees **\$260** ☐

3 or 4 day event, 1,000-4,000 Attendees **\$360** ☐

3 or 4 day event, >4,000 Attendees **\$460** ☐

5+ day event **\$550** ☐

Additional Fees/Costs:

Event sponsors are responsible for damage to grounds/buildings, and for picking up litter generated from the event. If the Parks Division staff has to clean up or repair buildings or grounds following an event, *the sponsor will be billed at a rate of \$40 per hour, per person, and materials at cost (garbage bags trash and recyclable service pick-up, etc.).*

Events requiring a pavilion/picnic grove rental must reserve that separately at the Recreation office, by mailing in the Pavilion/Picnic Grove permit form with payment, or online (pending availability).

Events requiring police services exceeding the availability of on-duty personnel will be billed the actual costs incurred.

The City reserves the right to charge additional fees for events requiring additional services requested by event organizer and/or determined by the City of Janesville.

Equipment Rental Fees:

The following equipment is available for special events. Fees shown are on an event basis versus daily fee. Please indicate quantity needed. **Replacement fees will be charged to event sponsor for equipment not returned timely, or for damaged equipment.** Event Sponsor is responsible for transporting and returning all equipment. Pick up locations/times will be indicated in event approval letter.

___ Portable Bluetooth Speaker w/microphone \$20

___ Megaphone \$9

___ Air Chalk \$4 (3 oz. can – 3 colors)

___ Traffic Cones - \$4/dozen

___ Safety Vests (up to 24 included for no charge
subject to availability)

___ Measuring Wheel \$3

___ 6ft. ___ folding table ___ non-folding table \$5 each

___ Portable Park Benches \$5 each

___ Portable Picnic Tables \$5 each

___ Trash Barrels \$1 each

___ Recycle Bins \$1 each

___ Recycle Bags \$1 each

___ Festival Street bollards ___ \$250 (weekend)*

___ \$150 (weekday)* *Fee waived if approved & trained
volunteer handling put up/take down of bollards.

___ Directional Arrows \$3/set

www.ci.janesville.wi.us/equipmentrental for more items

___ Other

The person/group named on this application will be responsible for the conduct of the special event and for facility condition. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, creed, national origin, handicap or religion.

The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless, the CITY OF JANESVILLE, a Wisconsin Municipal corporation located in the county of Rock, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the CITY OF JANESVILLE, and each and every of its elected and appointed officials, employees, and agents, regardless of when or where, occurring or arising from this event.

The undersigned acknowledges receipt of the Special Events Guidelines booklet. It is the applicant's responsibility to read the booklet and determine the sections that apply to their event and comply.

Date _____ Applicant's signature _____

For Office Use Only:

Application Fee: _____ Pavilion Rental Fee: _____ Equipment Rental Fee: _____
Total amount Due: _____ Total Deposit Due: _____ Total Amount Paid: _____ / _____
Check #: _____ Cash: _____ Credit Card#: _____ Expiry: _____